



Pre-application service

Guide to Planning Process

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Contents

Introduction	1
New Process.....	2
Benefits	2
Submission Requirements	3
Cost.....	3
Timescales.....	4
Pre-Application Response.....	4
Annex 1A Content of Householder Pre-Application Response.....	6
Annex 1B Householder Pre-Application Template.....	7
Annex 2A Content of Local and Major Pre-Application Response	8
Annex 2B Local and Major Pre-Application Template.....	9

Introduction

The following link is to the committee in relation to discretionary charges, we now provide a chargeable pre-application advice service.



Committee Report -
Planning (Fees for A

The chargeable pre-application advice service is intended as a bespoke option for more detailed advice on a specific planning enquiry and does not replace the Duty Officer service. This is still required to assist in non-specific planning enquiries and allows us to provide general planning advice to customers and stakeholders.

The Duty Officer service will remain as a particularly important initial enquiry option for householder enquiries from customers that do not have regular engagement in the planning process as our advice and guidance is invaluable in helping people understand if they need planning permission or not for their proposal.

Through the Duty Officer service we will continue to offer general advice and guide people to our website where they can decide if they wish to [apply for a CLP](#) to definitively confirm they don't need planning permission. Where they do need planning permission and have a specific enquiry relating to their proposal, we can guide them to [apply for pre-application advice](#).

This will ensure that as a public service, customers and stakeholders retain the ability to seek non-specific advice and guidance which should always remain an option available to them.

New Process

This guidance has been prepared to aid the pre-application advice process. The guidance should be read in conjunction with the Pre-application process map. The map details the steps to be taken when dealing with pre-application enquiries.

In summary:

- The application will be emailed to Planningenquiry@northlan.gov.uk
- It must be received on the relevant form (i.e. Major, Local, householder as published on our website)
- The application will be registered with the suffix PREAPP (for 4-week targets) and PREMAJ (for 8-week target (major development))
- The minimum information required for an assessment as defined on the form must be provided
- The relevant fee must be paid
- If this minimum information is not provided, or the fee not paid, the application will be invalid (technicians)
- If the development that is the subject of the pre-application advice request doesn't need planning permission, the CLPREQ letter will be sent
- When valid, a PREACK letter will be sent by support
- Pre-application advice is a desk top exercise. We will not consult on proposals and will agree to meet the applicant only when it can add value to the checking process
- Service standards on timescales should be met. Where we are unable to, the applicant must be notified
- The level of response given will correlate with the pre-application advice section below
- Advice will be issued via the letter template PREDEC. To populate the template, the 'Policies' and 'Officer Report' fields in the Decision/Recommendation screen must be completed
- A senior officer will review and accept the recommendation on pre-app advice

Benefits

The benefits of seeking pre-application advice can be summarised as follows: -

- The advice will identify the relevant local development plan policies and supplementary planning guidance where relevant and offer the context on how the policies and guidance will be applied to your proposals.
- May allow the identification at an early stage of the need for specialist input in terms of Transportation requirements, Ground Conditions (SI and CMRA), Drainage, Flooding, Protected Species etc. (we will not be undertaking consultations – see point 3 below)
- It may flag up unacceptable proposals at an early stage or ones that require significant changes to be acceptable thus saving the cost of submitting a formal application unlikely to receive a favourable recommendation.

- Early pre-application engagement may reduce the timescales for determination of the application – provided that all matters raised are included within the subsequent planning application submission.
- The service is confidential, and no information will appear on the public planning portal.

Submission Requirements

SUBMISSION REQUIREMENTS (information required for an assessment to be made)	√
All dimensions / scales to be shown in metric	
An ordinance survey-based location plan (scale 1;1250, 1;2500 or suitable scale to outline the application site) that outlines the pre-application site in red and any additional land ownership outside of the application site in blue.	
Details of the means of access to the site	
Site Layout / Block Plan	
Existing / Proposed Elevations	
Existing / Proposed Floor Plans	
Site Photographs	
Topographical Plans / Site levels (where site levels are a potential issue)	
Design Statement / Design and Access Statement	
Other	

The more detailed the information provided with the pre-application submission, the better and more detailed site-specific pre-application advice can be.

Cost

The fee for this service is based on the pre-application type as follows:

Pre-Application Type	Cost (+ 20% VAT)
Householder Pre-Application Proposals	£68.25 (£81.90)
Listed Building Pre-Application Proposals	£68.25 (£81.90)
Single Residential Dwelling Pre-Application Proposal	£210 (£252)
Commercial Developments and Change of Use Pre-Application Proposals (Floor Space under 500m ²)	£210 (£252)
Commercial Developments and Change of Use Pre-Application Proposals (Floor Space over 500m ²)	£525 (£630)

Local Development Pre-Application Proposals (Other than Householder Developments.	£525 (£630)
Major Development Pre-Application Proposals	£1050 (£1260)

Timescales

The standard timescale we would expect to deal with a pre-application enquiry from receipt of valid application and fee:

Pre-Application Type	Timescale
Householder Pre-Application Proposals	20 Working Days
Listed Building Pre-Application Proposals	20 Working Days
Single Residential Dwelling Pre-Application Proposal	20 Working Days
Commercial Developments and Change of Use Pre-Application Proposals (Maximum Floor Space 500m ²)	20 Working Days
Local Development Pre-Application Proposals (Other than Householder Developments, Single Houses and Commercial Developments and Change of Use up to a Max 500m ²)	20 Working Days
Major Development Pre-Application Proposals	40 Working Days

Some of the more complex cases may take longer to consider and in such circumstances the case officer will contact the applicant and explain the reasons for delay and try to give an indication of the likely timescales for our response.

Pre-Application Response

In response to a completed pre-application submission including the required fee we will provide the following within our response:

1. An assessment of the planning merits of the proposals in terms of the development plan and in particular the relevant North Lanarkshire Local Development Plan Policies and Supplementary Planning Guidance where relevant.
2. Detail the submission requirements by identifying where possible the relevant material considerations to be taken account of in terms of but not limited to: -
 - Roads Infrastructure Requirements, Access and Parking

- Ground conditions (Contamination, Site Investigation and Coal Mining Risk etc)
 - Drainage and Flooding
 - Protected Species
 - Design (Materials, Layout, Landscaping, Topography, Open Space/Play Provision)
 - Impacts on surrounding Residential Amenity in terms of Daylight/Sunlight (overshadowing), Overlooking (privacy), Scale and Massing (overdevelopment)
 - Other such matters that are considered relevant to the determination of the proposals
3. Offer general design and layout advice but **will not** include consultation with internal or external stakeholders – Advice will be limited to existing council Design Guidance, Constraints Mapping and outline requirements such as parking standards, open space and play provision etc.
 4. Highlight any other specific matters of note in relation to the proposals such as EIA screening/scoping requirements and PAC/PAN requirements if applicable.
 5. The advice **will not** offer definitive view of the likely outcome as a formal planning application is still required before a full assessment can be made. Please note that the planning process includes consulting with internal and external consultees, a site visit, neighbour notification and advertisement procedures which may result in representations on material planning considerations not available at the pre-application stage and requires the taking account of any other material considerations that may arise during the planning assessment process.
 6. The pre-application service **does not** include provision of a meeting. Meetings **may** be offered but only in specific circumstances when the Planning Service considered it necessary to inform the content of the pre-application response.

While we will make every effort to ensure that any pre-application advice is as accurate and comprehensive as possible, any advice given by officers in response to a pre-application advice request does not constitute a formal decision of North Lanarkshire Council as Planning Authority and is given without prejudice to the determination of a planning application and any views expressed are not binding and are not intended to prejudice North Lanarkshire Council's formal determination of any subsequent planning application.

Annex 1A Content of Householder Pre-Application Response

Once a valid Pre-Application enquiry and fee has been received, we are required as a minimum to provide the following within the council's response.

1. An assessment of the planning merits of the proposals in terms of the development plan and in particular the relevant North Lanarkshire Local Development Plan Policies and Supplementary Planning Guidance where relevant
2. Detail the submission requirements by identifying where possible the relevant material considerations to be taken account of in relation to the following: -
 - A) The design including materials and finish.
 - B) The layout including garden ground provision (overdevelopment), impacts on access and parking requirements.
 - C) The impacts on surrounding residential amenity in terms of:
 - Overshadowing (sunlight/daylight)
 - Overlooking (privacy)
 - Scale and Massing (overdevelopment)
 - Noise (noise sensitive proposals or receptors)
 - D) General comments on Drainage and Flooding matters if applicable (SEPA Flood Maps).
 - E) General comments on Ground Conditions if applicable.
 - F) General comments on site levels and topography.
 - G) Additional comments on any other such matters that you consider relevant to the determination of the proposals.

For clarity the advice provided is only to identify matters that may be of concern and have potential to result in refusal and / or matters that will require more detailed consideration during the application stage. The response can highlight our concerns about matters within the proposals and can be used to suggest amendments or further information that may be required to accompany the application to mitigate such potential issues. It is for the applicant to determine what information they choose to submit with their formal planning submission.

Annex 1B Householder Pre-Application Template

Development Plan and Supplementary Guidance:

Design (Materials and Finish):

Residential Amenity (overshadowing, overlooking, scale, massing and noise):

Layout (Garden Ground Provision – Overdevelopment, access and parking requirements);

Drainage and Flooding (SEPA Flood Maps):

Ground Conditions (Contamination, Site Investigation and Coal Mining Risk):

Site Levels and Topography:

Additional Matters:

Annex 2A Content of Local and Major Pre-Application Response

Once a valid Pre-Application enquiry and fee has been received we are required as a minimum to provide the following within the council's response.

1. An assessment of the planning merits of the proposals in terms of the development plan and in particular the relevant North Lanarkshire Local Development Plan Policies and Supplementary Planning Guidance where relevant
2. Detail the submission requirements by identifying where possible the relevant material considerations to be taken account of in relation to the following: -
 - A) The design
 - B) The layout including roads matters such as access and parking requirements - you may wish to provide contact details for colleagues in Roads if you consider it would be beneficial for the applicant to discuss such matters with them directly.
 - C) The impacts on surrounding residential amenity in terms of overshadowing, overlooking, scale and massing of the proposed development in relation to surrounding neighbouring properties.
 - D) The impacts on surrounding residential amenity in terms of noise sensitive proposals or receptors - you may wish to provide contact details for colleagues in Protective Services if you consider it would be beneficial for the applicant to discuss such matters with them directly.
 - E) Provide general comments on ground conditions by advising when Contamination, Site Investigation and Coal Mining Risk may need investigated further or accompany any subsequent planning submission. – you may wish to provide contact details to colleagues in for example Protective Services or the Coal Authority if you consider it would be beneficial for the applicant to discuss such matters with them directly.
 - F) Provide general comments on Drainage and Flooding by checking the SEPA Flood Maps and highlighting any potential issues if relevant.
 - G) Provide general advice on the requirements for Protective Species surveys - you may wish to provide contact details to colleagues in for example Greenspace if you consider it would be beneficial for the applicant to discuss such matters with them directly.

- H) Provide comments on the requirements for Open Space / Play provision and advice on whether a contribution in lieu of on-site provision may be acceptable.
- I) Comments on site levels and topography.
- J) And comments on any other such matters that you consider relevant to the determination of the proposals

For clarity the advice provided is only to identify matters that may be of concern and have potential to result in refusal and / or matters that will require more detailed consideration during the application stage. The response can highlight our concerns about matters within the proposals and can be used to suggest amendments or further information that may be required to accompany the application to mitigate such potential issues. It is for the applicant to determine what information they choose to submit with their formal planning submission.

3. The advice where relevant should also highlight any other specific matters of note in relation to the proposals such as:-

- A) EIA Screening / Scoping Requirements if applicable.
- B) Pre-Application Notification / Pre-Application Consultation requirements if applicable.

Annex 2B Local and Major Pre-Application Template

Development Plan and Supplementary Guidance:

Design:

Layout and Transportation (including Access and Parking):

Residential Amenity (overshadowing, overlooking, scale, massing and noise):

Ground Conditions (Contamination, Site Investigation and Coal Mining Risk):

Drainage and Flooding (SEPA Flood Maps):

Protected Species:

Open Space / Play Provision:

Site Levels and Topography:

Additional Matters:

PAN / PAC Requirements:

Screening / Scoping Requirements: